DELIVERABLE 1.9

TRAINING PLAN

TRAINING WEEK 3

WP1 - CONSULTATION PROCESS

WP Leader: CMET

Target groups: teaching staff, trainees, administrative staff

Dissemination level: institution

![ICMED - International Credit Mobility: a new challenge for the Mediterranean Region]

Co-funded by the
Erasmus+ Programme
of the European Union

GENERAL INFORMATION

Dates: 26-28 November 2018
Location: Marrakech (Morocco)
Title: **Recognition Mechanisms and instruments within ICM**

DAY 1

SESSION 0

Date: 26 November 2018
Time: 9:30 – 10:30
Title: **Participants presentation and Training introduction for Training Week 3 "Recognition Mechanisms and instruments within ICM"**
Trainer: Wenceslao Martín-Rosales, University of Granada

CONTENT

Presentation of TW3 sessions and general objectives.

SESSION 1

GENERAL INFORMATION

Date: 26 November 2018
Time: 11:00 – 13:00
Title: **"The ECTS system vs. non-credit systems and national grading"**
Trainer: Véronique Devlesaver, UCLouvain (Coimbra Group)

CONTENT

The Credit Mobility (CM) is a limited period of study or training abroad (in the framework of on-going studies at a home institution) for the purpose of gaining credits. Starting from this definition, the session presents European Credit Transfer and Accumulation System (ECTS):
- ECTS: definitions, concepts and basic principles;
- What are ECTS credits good for? How do ECTS-credits work? transfer and recognition of credits;
- ECTS supporting documents;
- Understanding the ECTS grading scale;
- Good practices in the recognition procedures;
- Grade distribution: how to calculate the grade distribution tables;
- Grade conversion: introduction to EGRACONS conversion tool, cases study.

THEORY IN ACTION

GROUP DISCUSSION: Participants will analyse and discuss in groups their respective grading systems and compare them with the ECTS system.

LEARNING OUTCOMES

Trainees acquire a clear understanding of the basic principles of the European Credit Transfer and Accumulation System (ECTS). Consequently, they can easily understand how to use ECTS and compare it with their respective qualification systems. Thanks to the practical examples presented by the trainers, trainees could learn which are the necessary documents for the recognition process and how to complete them, how to calculate the grade distribution tables, and receive concrete advices to ease the recognition process at their HEIs.

SESSION 2

GENERAL INFORMATION

Date: 26 November 2018
Time: 14:30 – 15:30
Title: **Recognition main instruments and supporting documents**
Trainer: Bogdan-Gabriel Zugravu, Alexandru Ioan Cuza University

CONTENT

This session focuses on the supporting documents and instruments needed to the credit recognition process, in particular:
- Basic principles on academic recognition;
- Recognition Flow-Chart;
- From the learning agreement to the transcript of records;
- Supporting documents: Learning Agreement, Transcript of Records, Grade distribution tables;
- Frequent problems in credit and grade recognition.

THEORY IN ACTION

GROUP DISCUSSION: Participants will discuss in group and analyse problems raised in their HEI during the mobility process (development of the study agreement) and academic recognition process.

LEARNING OUTCOMES

Trainees can analyze and identify the specific context of their HEI with regard to the academic recognition. Participants will identify those responsible for academic recognition in their respective HEIs. They will learn which are the most important documents to be prepared in the recognition flow-chart: preparation of the Learning Agreement before/during/after the mobility and the Transcript of Records. In addition, they will be able to recognize the most frequent problems in the credit recognition.

GENERAL INFORMATION

Date: 26 November 2018
Time: 16:00 – 17:00

Title: **Recognition main instruments and supporting documents – exercise and group discussion**
Trainer(s): Bogdan-Gabriel Zugravu, Alexandru Ioan Cuza University; Ihab Rizk Soliman, University of Cagliari (UNIMED)

CONTENT

This session focuses on practical aspects of the credit recognition procedure, basing on examples and real cases:
- Different steps of the recognition process;
- Preparation of the supporting documents.

THEORY IN ACTION

GROUP EXERCISE: Participants will be divided into groups to work on study agreements, transcript of records and credit recognition procedures according to the supporting documents available.

LEARNING OUTCOMES

Trainees will understand how to make the recognition and validation of the ECTS credits and grades, comparing the approval processes presented by the European partners with the evaluation grades at their universities. They will understand the importance of the ECTS system and its support in the mobility flows between different universities/countries/regions.

DAY 2

SESSION 3

GENERAL INFORMATION

Date: 27 November 2018
Time: 9:00-11:00
Title: **Monitoring of the recognition process at HEI level**
Trainer: Wenceslao Martín-Rosales, University of Granada

CONTENT

Monitoring is one of the principles of the Erasmus Charter for Higher Education (ECHE) and the basis of the recognition process. This session analysis the monitoring activities and principles, in particular:
- Referring to ECHE, what is monitoring and its levels;
- Principles, priorities and timeline of ECHE monitoring;
- Tools and Guidelines available for both Programme and Partner countries:
  - Academic structures,
  - International mobility regulations at HEI level,
  - On-the-spot checks,
  - Mobility Tools in KA107.
- International Advisory Board: academic structure in charge of monitoring the recognition process;

- Presentation of Best Practice from the University of Granada: legal measures (at HEI level) which guarantee the fulfilment of the academic recognition process.

THEORY IN ACTION

EXERCISE AND GROUP DISCUSSION: Participants are requested to split up in groups, corresponding to the different MENA universities. Each group receives the following instructions: "You are the academic responsible for the internationalization of your university. Your Rector has commissioned you to develop a program to monitor the academic recognition of your mobility students. You must identify the academic and administrative structures of your HEI. Depending on your resources, choose tools to carry out the process." Answering to some specific questions, each group prepares a presentation of 5-10 minutes. They explain how many mobility programs and students they have, their internationalization strategy and identify the academic and administrative structures supporting the recognition process.

LEARNING OUTCOMES

Trainees have the opportunity to clearly comprehend the key-aspects of the monitoring in the recognition process. Participants will know the main possible methods and the academic structure in charge of the monitoring activities. And thanks to the practical exercise they could recognize strengths and needs of their HEIs for academic recognition process, adopting a specific regulation for international mobility.

DAY 2

SESSION 4

GENERAL INFORMATION

Date: 27 November 2018
Time: 14:30 – 15:30
Title: **How to recognize staff activities**
Trainer: Véronique Devlesaver, UCLouvain (Coimbra Group)

CONTENT

Signing the ECHE, the HEIs commit to promote and support the staff mobility, giving recognition for training and/or teaching activities undertaken during the mobility period. The session presents the practical aspects of the recognition procedures for staff activities:

- Basic principles of staff (academic and administrative) mobility;
- Definition of eligible activities;
- Benefits of staff activities;
- Expected outcomes of staff mobility;
- Recognition process and its importance:
    - within the institutions,
    - by the EU (KA 107 on-line survey).
- Identification of problems in staff mobility recognition;

- Selected studies for discussion.

THEORY IN ACTION

GROUP DISCUSSION: Participants and trainees will share and discuss their experiences.

LEARNING OUTCOMES

Participants will acquire a clear knowledge about the basic principles related to the promotion and support of staff mobility and the importance of the internationalization of the curriculum for staff, both administrative and teaching. Participants will also learn which kind of activities could be eligible, benefiting of staff mobility, not only on a personal level, but also for higher education institutions. Thanks to the presentation of practical cases they will be able to identify common problems in the recognition of staff activities and in the promotion of the mobility.

DAY 3

SESSION 5

GENERAL INFORMATION

Date: 28 November 2018
Time: 9:00 – 11:00
Title: **Good practices to achieve flexibility in recognition**
Trainer: Bogdan-Gabriel Zugravu, Alexandru Ioan Cuza University

CONTENT

Starting from some key issues of the recognition process in ICM, the session presents good practices and guidelines for the management of recognition process after mobility:

- Centralised perspective on the credit and grade recognition;
- Recognition at FEBA/UAIC IASI (specificities in comparison with other faculties);
- Good practices in grades transfer;
- Guidelines for formulating Learning outcomes;
- Facilities granted to the students who benefit from an Erasmus mobility at UAIC.

THEORY IN ACTION

GROUP DISCUSSION: Participants and trainees will share and discuss their experiences.

LEARNING OUTCOMES

Participants will know how to use the ECTS credit system and how to convert grades from different host academic systems into their home system. They will be aware of the usefulness of a unified ECTS system that could translate the students' grades into verifiable skills and competences. Trainees will verify the need for flexibility in the process of academic recognition in their home institutions.

DAY 3

SESSION 6

GENERAL INFORMATION

Date: 28 November 2018
Time: 11:30 – 12:30
Title: **Case studies in recognition**
Trainer: Ihab Rizk Soliman, University of Cagliari (UNIMED)

CONTENT

Presentation of case studies and others international projects related to the improvement of the recognition of studies and academic qualifications.

THEORY IN ACTION

GROUP DISCUSSION on practical cases based on the participant's experiences.

LEARNING OUTCOMES

Trainees acquire concrete and practical experience of issues to take into consideration during the academic recognition process.

SESSION 7

GENERAL INFORMATION

Date: 28 November 2018
Time: 12:30 – 13:00
Title: **General conclusions of the TW3**
Trainers: Véronique Devlesaver, UCLouvain (Coimbra Group); Ihab Rizk Soliman, University of Cagliari (UNIMED), Bogdan-Gabriel Zugravu, Alexandru Ioan Cuza University; Wenceslao Martín-Rosales, University of Granada.

CONTENT

Main features, challenges and perspectives are identified in order to facilitate the wrap-up of each session. Trainers recap the topics examined during the previous sessions, discussing with trainees especially about the critical points emerged.

LIST OF WORKING DOCUMENTS

1. Guide ECTS (FR): http://erasmusplus.dz/wp-content/uploads/2018/01/Guide-sur-l-Utilisation-du-Systeme-europeen-de-transfert-et-d-accumulation-de-credit-Fr.pdf

2. ECHE Monitoring Guide for Erasmus+ National Agencies: https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/eche-monitoring-guide_en_0.pdf

3. Guide d'utilisation ECTS 2015: http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_fr.pdf

4. ECHE Guidelines: https://eacea.ec.europa.eu/sites/eacea-site/files/annotated_eche_guidelines_2016.pdf

5. Charte (site général): https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_fr

6. EGRACONS-Grade conversion: http://egracons.eu/page/about-egracons-project-and-tool

7. E+ Guide du Programme 2019: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2019_en

8. Realise (see visit project website than outputs): https://eacea.ec.europa.eu/sites/eacea-ite/files/annotated_eche_guidelines_2016.pdf